

VILLAGE OF COVINGTON, OHIO FISCAL OFFICER JOB DESCRIPTION

JOB OBJECTIVE: Performs duties that support the effective processing of authorized financial obligation and the timely collection of receivable accounts. Provides staff leadership, encourages program innovations promotes close working relationship with all stakeholders. Keeps the Mayor, Village Council Members and Village Administrator informed about emerging issues.

Minimum Qualifications:

- Associate degree preferred.
- Governmental accounting work experience is desirable.
- A record free of criminal violations that would prohibit public employment.
- Meets all prerequisite qualifications to be bonded.
- Possess a valid (Ohio) driver's license.

Responsible and Essential Functions:

- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Multi-tasking ability and strong diplomacy skills. Congenial telephone etiquette.
- Keeps current with technology and other workplace innovations that support job functions.
- Proficient in office protocol, data entry, accounting computer skills, spelling, proof-reading, and the correct use of grammar.
- Bookkeeping skills and the ability to consistently compute mathematical data accurately.
- Gives careful attention to details and effective customer service.
- Experience with governmental accounting procedures and automated data processing systems.
- Provides clerical services and organizes office activities.
- Take the initiative to perform routine tasks independently.
- Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records.
- Upholds village policies and follows administrative procedures.
- Promotes a professional image of the village.
 - Encourages community partnerships that enhance village programs.
 - Promotes effective communications and assistance. Uses problem solving techniques to tactfully address questions/concerns.
- Keeps informed about program and procedure changes.

- Schedules appointments as directed. Keeps council members informed about scheduled meetings and events. Maintains an office calendar.
- Prepares bulletin/message boards and displays as directed
- Uses a computer to prepare and process information (e.g. input, compute, tabulate, post, store, retrieve, scan, modify, print, etc).
- Verifies the accuracy of database information as directed
- Helps prepare complete and systematic records. Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors
- Helps maintain fixed asset records. Tags property with durable identification labels. Updates inventory lists and depreciation schedules.
- Deletes assets as directed following village adopted procedures.
- Posts receipts, expenditures and investment transactions daily.
- Balances ledgers monthly.
- Reconciles bank statements as directed.
- Analyzes account activities.
- Maintains a building use calendar. Processes rental contracts/invoices. Records payments
- Processes receivable accounts. Prepares/makes bank deposits Reviews employee mileage and reimbursement forms. Prepares and disburses checks.
- Maintains a vendor tax identification file. Prepares 1099 forms. Process approved invoices for payment. Maintains a completed payment file
- Composes and type routine correspondence, memos, notes, forms etc Transcribes, types, duplicates, assembles and processes routine documents and special mailings
- Collects, compiles, edits and types statistical data and reports as directed. Reviews and maintain payroll records and issues checks. Prepares W2 and W4 tax records
- Collects, maintains and files employee personnel records.
- Contacts vendors as needed.
- Maintains office transaction records (e.g. petty cash, receipts, Contributions, etc
- Processes mail and faxes (i.e. incoming, outing and interoffice)
- Maintains forms related to administrative procedures and program functions.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived records following the village-adopted records retention/disposal schedule.
- Maintains human resources information (i.e. training, certifications, step advancements, wage increases.

- Prepares new hire employee information. Prepares retirement/resignation forms
- Verifies employee information by requested agencies (i.e. bank loans, government agencies, etc)
- Maintains vacation, sick leave and personal days for employees Monitors health insurance benefits and seeks optional coverage/benefits
- Attends health insurance meetings to keep current; directs employees and their dependents with health insurance matters to the right source.
- Files all workers compensation claims; coordinates information with broker to provide lower cost premiums to the Village. Attends various committee meetings and provides pertinent information to Village officials, as needed.
- Attends council meetings. Takes and maintains minutes. Provides notification of meetings and minutes to the press and certifies by proof of publication.
- Assists in preparation of Council packets.
- Attends the State Officer's Office "Continued Education Training" annually on behalf of the Village elected officials and the Ohio Bureau of Worker's Compensation Program, and all other trainings, workshops and seminars related to the essential functions of the position and/or as directed by the Village Administrator.
- Prepares financial information for applying and follow-up of grant awards as requested including filing of grant payment s for projects to the appropriate agencies. Maintains records of grant awards
- Certifies funds are available for purchase orders and issues necessary purchase orders. Maintains cash journal, receipts and appropriation ledgers for all funds and transactions
- Prepares list of bills for Council
- Prepares payroll checks, withholding deductions
- Prepares and submits all tax and retirements as required by law
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps current with advances in office technology. Updates office procedures. Cross-trains with other staff as needed to deal with unexpected situations
- Strives to develop rapport and serves as positive role model for others. Maintains a professional appearance. Wears work attire appropriate for the position. Performs other specific job-related duties as directed
- All other duties as assigned by the Village Administrator.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and village policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching and standing
Exposure to adverse weather conditions and temperature extremes
- Exposure to blood-borne pathogens and communicable
- Diseases, Interactions with aggressive, disruptive, and/or unruly individuals
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly Lifting, carrying and moving work-related supplies/equipment Traveling to meetings and work assignments
- Using a computer keyboard and monitor for prolonged periods

Supervisory: Works under the direction of the Village Administrator.

Performance Evaluation: Performance evaluation is done by the Village Administrator according to policy provisions adopted by the Covington Village Council.

The Village of Covington is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to funding variable, modified operating procedures and unforeseen events.